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**EFFECTIVE**

January 1, 2021.

**Subject(s)**

1. Mailing address clarified.
2. Provider closure for failure to complete training.
3. Provider closure for inactivity.

**1) Mailing Address Clarified****BAM 725**

Overissuance balances owed by Child Development and Care (CDC) providers paid in lump sum or monthly cash payments can be mailed to:

State of Michigan  
Cashier Unit-Child Development and Care  
P.O. Box 30382  
Lansing, MI 48909

**Note:** MDE (Michigan Department of Education) was removed from the mailing address to ensure that mail is routed properly.

Reason: *Policy clarification.*

**2) Failure to complete provider training****BEM 704**

A license exempt-related or unrelated provider who has not completed the Great Start to Quality Orientation within 5 months of enrollment may be closed.

Reason: *Aligning policy.*

**3) Closure for Inactivity****BEM 704, BEM 706**

A license exempt-related or unrelated provider who has not submitted billing in the past 5 months may be closed for inactivity.

Reason: *Reauthorization.*

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[BAM 725](#)

[BEM 704](#)

[BEM 706](#)